
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-237

DEPUTY, DIRECTOR, ANG RECRUITING AND RETENTION

MAJ

**(Must meet this rank requirement at closeout date)*

Closeout Date: 16 Dec 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4year Statutory Tour at **NGB/RS (ARLINGTON, VA)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Responsible for the day-to-day operation and administration of the Recruiting and Retention division to include responding in a timely manner to all coordinated taskers, monthly reports, and requests for senior leadership. Provides oversight to management, training, and all Recruiting and Retention initiatives to include communication to the field and senior leadership. Ability to prioritize and discern a myriad of atypical and unrelated problems which require a comprehensive knowledge of functions and responsibilities of different commands/elements of NGB and Wing organizations. Possess a thorough familiarity with regulatory and informational material pertinent to the operations and activities involved. Resolves day-to-day administrative and management problems related to the operation of the base. Ensures workshop coordination. Supervises the administration and management of staff support: records management; information flow to include processing, controlling, and distributing mail, messages, suspense items, and correspondence. Assigns appropriate sectional action officers and others in the procedural aspects of expediting the responsibilities, duties and functions of the Division. Maintains office supplies, equipment and forms for the directorate. Prepares a variety of correspondence, forms, letters, messages, reports, directives, and other communications utilizing word processing and other office equipment. Incumbent must possess an in-depth knowledge of all Microsoft Office applications to include other PC-based software such as graphics and spreadsheets. Ensures outgoing correspondence, directives, regulations, and other required documentation are in accordance with AF instructions, directives and office operating procedures.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
